

# Adaptive Living Organizer

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

In Case of Emergency Contact

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Police \_\_\_\_\_

Fire \_\_\_\_\_

Ambulance \_\_\_\_\_

Crisis \_\_\_\_\_



## **Developmental Disabilities Services Branch**

2201 Waimano Home Road

Pearl City, Hawaii 96782

Helpline Phone: 453-6151 (Oahu)

974-4000 (Island of Hawaii) then 3-6151

984-2400 (Maui) then 3-6151

274-3141 (Kauai) then 3-6151

1-800-486-4644 (Molokai & Lanai) then 3-6151

E-mail: [ntrauma@mail.health.state.hi.us](mailto:ntrauma@mail.health.state.hi.us)

Website: [www.hawaii.gov/health/disability-services/neurotrauma/index.html](http://www.hawaii.gov/health/disability-services/neurotrauma/index.html)

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## **Directions to Set-up Your Organizer**

- Look at the three label sheets in this folder. They contain pictures and titles of possible themes and contents for you to create your Organizer.
- Select one of the labels you want to use and detach it from the sheet. Stick it on the first blank pocket in this folder - to create the first index page.
- Select another one of the labels you want to use. After detaching it from the label sheet, stick it on the next blank pocket - to create the second index page.
- Continue selecting more labels and applying them (one per page) to subsequent pockets; to create other index pages.
- Store the unused labels in the back pocket of your Organizer until you need them in the future.
- If you need additional pocket sheets, you can purchase them from stores around town that carry stationary and office supplies.

## **To Insert Additional Pocket Sheets into the Organizer**

- Open to the back page.
- Unbend the 3 metal clips and unhook them from their fasteners then open the paper flap...
- Align the holes of your new pocket indexes with the 3 metal clips and insert the pages through. Now, reinsert the metal clips into their fasteners and bend back the 3 metal clips.

# **Directions to Use Your Organizer**

## **In preparation for activities**

- Keep *various materials*\* you will be using or needing in their respective index pockets. You might also want to store them in the pockets because you plan to refer to them during or after activities.
- Besides yourself, you can also ask people who support you to insert messages, written material, etc. into the pockets of your Organizer so that you won't forget them for any upcoming events or activities.

## **During an activity**

- You can flip through the pages and use the index tabs or picture icons to find a theme you want. When you find the right theme, pull out the items you want from your Organizer pockets.

## **Getting rid of outdated contents**

- Every week or at least every month, empty out contents that you are finished with or no longer need. To be on the safe side, you can empty these items into a larger box which you keep for a month just in case you may need to go back and use them again, then after that month throw it out if it is not used again.

## **\* Possible *materials* you can keep in your pockets**

- Reminders (*read Adaptive Living Organizer Tips article*)
- Envelopes
- Handouts
- Receipts
- Brochures
- Floppy Disc & CDs
- Scrap paper
- Directions
- Notepad
- Letters and Cards
- Business Cards
- Reports
- Bills
- Memos & Messages
- Small Booklets
- Pictures
- Lists
- Tablets

## **Pencil Bag Contents**

- Office Supplies
- School Supplies